

HMIS Committee

Meeting Minutes

August 12, 2020-10:30am

Zoom Meeting

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger		Jennifer Keaton	x
Celestine Barnes	x	Aaron Wagster	
David Besse		Dionna Stokes-Ellis	
Marcie Bragg	x		
Kristin Hooten	x		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		<ul style="list-style-type: none"> 10:35 am
Previous Minutes Approval	<p>Motion to approve the July 2020 meeting minutes as amended. Marcie made motion to approve as amended and Celeste seconded the motion: unanimous approval by all present.</p>	<p>Jennifer requested the following amendments to the July meeting minutes:</p> <ol style="list-style-type: none"> 1) Homeless Navigation staff are rotating the in-office triage schedule; all staff are in the schedule rotation 2) Homeless Navigation is holding daily update calls in the afternoon and not in the morning as the minutes indicated 3) Adsystem did follow up with Jennifer the day prior to the HMIS committee last month to provided her with some information; there are some additional questions that Jennifer has for Adsystem after review of the information provided
HMIS Administrator Updates (Jennifer Keaton)		<ul style="list-style-type: none"> Jennifer has been training Amanda Burdette on the HMIS Admin responsibilities and Amanda is able to create new projects in the HMIS. Homeless Navigation has created four new projects for the OHFA awards. Jennifer has conducted remote HMIS trainings for Privacy and Security, HMIS 101 and HMIS Admin; Jennifer proposed to restart the HMIS monthly trainings via Microsoft Teams starting in September. Next week, Jennifer will be meeting with representatives from Catholic Charities for HMIS 101 part two training; Jennifer will be conducting a remote training that will allow her to observe what is being done in HMIS.

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		<ul style="list-style-type: none">• Jennifer has done much HMIS data clean-up trying to prepare for the LSA.• Homeless Navigation has been working on the Bed Inventory in the HMIS; there has been an issue with seeing the participant that is in the inventory slot.• There have been several projects created for the new funding and organizations have provided a list of projects and services that should be included in the HMIS.• The Salvation Army was hesitant to conduct remote training, Catholic Charities will be trained remotely and Jennifer considered that the Salvation Army may be open to remote training after Catholic Charities.• Jennifer has opened tickets with Adsystem; there were previous tickets that have been resolved.• Jennifer has been assisting agencies with project reports.• Homeless Navigation has created a project in the HMIS for the Veteran Administration HealthCare Honor Home contract beds.• Two alternative emergency shelter projects have been built in the HMIS.• Homeless Navigation is waiting for the final program guidelines for the ESG CARES Act and approved HCCSC ESG CARES Act policies prior to creating the projects in the HMIS; Marcie will provide Jennifer with the agencies and project types that have been awarded ESG CARES Act funding in order to assist in this process.
HMIS User Updates/Questions		<ul style="list-style-type: none">• Celeste reported the ongoing inability to print the SPDAT from the HMIS; Jennifer indicated that a ticket has been submitted to Adsystem and to copy and paste the SPDAT into a Word Doc for printing until the issue has been resolved. <p>Discussion: The committee discussed topics for an All User HMIS training. Some of the topics discussed were the healthcare Google Doc, the previous night responses and exit destination questions (these are</p>

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		<p>still a concern due to the system not receiving credit for those that received housing within the homeless system). The committee agreed to put a place holder for the month of the October HMIS meeting for the All Users meeting.</p> <ul style="list-style-type: none">• Celeste reported that she has been working on TANF grants, but has concerns regarding referrals to the project to be able to spend exhaust the funds by the deadline; there are many referrals that have not been eligible to receive assistance or not reaching out to Homeless Navigation to be connected to assistant projects. <p>Discussion:</p> <ol style="list-style-type: none">1) Celeste questioned if he HCCSC should advertise new funding streams to gain more project referrals; Jennifer to review calls into Homeless to take a deeper dive into the project referrals into the TANF and ESG (original ESG HP funding project award) and compare those that have been reported by CommQuest that have not called Homeless Navigation for assessment.2) Celeste also indicated that there has been strict ESG guidance, with not many changes in response to COVID-19, that are making participants' ineligible for assistance, such as documentation needed for a three-day eviction notice or court order to leave the premises.3) Jennifer reported that the Homeless Navigation calls have been down since the pandemic which could have impacted the referrals.4) Marcie discussed that Amy Dornack is a COVID-19 Task Force member and updates the members regarding the CommQuest HP project. She also reported that Ryan Maxwell of Legal Aid will be joining the Task Force call to talk about HP and evictions.
Old Business		<ul style="list-style-type: none">• N/A

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New Business		<ul style="list-style-type: none">• N/A
Adjournment		<ul style="list-style-type: none">• Next Meeting is August 12, 2020 at 10:30 am• Meeting adjourned at 11:11 am.